

**CHILD PROTECTION ACCOUNTABILITY COMMISSION**  
**Non-Academic Education Committee**  
Monday, August 27, 2018  
Collette Educational Resource Center, Conference Room B

**Meeting:** The Child Protection Accountability Commission (CPAC) Non-Academic Education Committee was called to order at 1:04 p.m. on August 27, 2018 at Collette Educational Resource Center, Conference Room B by chair Tammy Croce.

**Attendees:**

Karen DeRasmo, Prevent Child Abuse DE	Tammy Croce, DASA
Susan Haberstroh, DOE	Al Volpe, Appoquinimink School District
Jennifer Davis, DOE	Rosie Morales, Office of Child Advocate
Deb Stevens, DSEA	Michele Yingling, DSCYF
Kellie Turner, Prevent Child Abuse Delaware	Mary Cooke, Capital School District
Alyssa Moore, DOE	Michele Marinucci, Christina School District

**Agenda Topics**

- I. **Welcome and Introductions:** Everyone was welcomed to the meeting.
- II. **Approval of meeting minutes:** Tammy Croce asked for the committee members to review the meeting minutes from June 5<sup>th</sup>, 2018. Deb Stevens made a motion and was seconded by Karen DeRasmo to accept the meeting minutes as presented. Motion passed with Michele Marinucci, Mary Cooke, Rosie Morales, and Jennifer Davis not voting as they were not at the June 5<sup>th</sup>, 2018 meeting.
- III. **Update from small working groups:**
  - a. Teen Dating Violence and Sexual Assault Training: Susan Haberstroh stated that she will circle back with Brian Moore and Maureen Monagle on an update from this working group. Tammy Croce reminded everyone that school administrators, school nurses, school counselors in schools serving grades 7 to 12 must have 2 hours over three years and new school administrators, school nurses, and school counselors in those school must get 2 hours within 1 year of employment in such position, however, she stated it is best to do those hours as soon as possible.
  - b. Bullying and Gang Activity Awareness: Susan Haberstroh reported out for Brian Moore and stated he has been working with EDTv on programming modules.

Susan Haberstroh stated that the Non-Academic training information for the 2018-2019 school year e-mail was sent out by Brian Moore on August 17<sup>th</sup>. Rosie Morales asked who the e-mail was sent out to and Susan Haberstroh stated it was sent to chiefs, charter directors, principals, school climate contacts as well as others that have asked to be on the list. Rosie Morales said that DSCYF has sent out information in the past and asked if they should again. Discussion was held and it was decided that DSCYF should not send information out because there was concern that it would confuse individuals. Mary Cooke expressed a concern that if the e-mail was sent only to chiefs, charter directors, school climate contacts, and principals that it still may not be reaching the individuals it should be. In some districts, they do not have an individual that handles just training, depending on the type of training depends on the person who handles it. Because this is how it has been handled in the past, we expect the same process to be followed to eliminate confusion.

- c. Child Abuse and Child Safety Training: Rosie Morales reported that the full CPAC Committee approved the educational programming flyer with adding a note that the Kids in the Know prices are in Canadian dollars and are subject to change and any reference to laws for this material are specific to Canada.

The CPAC Commission has approved the parent letter. Discussion was held around the parent letter with concerns around whose conduct the letter is referencing and the level and tone the letter is written in. Michele Marinucci and Mary Cooke are going to develop four letter templates that will be provided to the LEAs to use depending on the educational programming they select. Susan Haberstroh stated that it would be nice to have these letters available at the September 17<sup>th</sup> training. It was stated that the letters should be run by the vendors since information on their programs will be included in the letters.

Rosie Morales reported out on the CPAC Commission meeting which was held on August 8, 2018. CPAC will be supplying a letter of support to Prevent Child Abuse Delaware along with Beau Biden Foundation for a Longwood Grant they are applying for. The grant is to request funding for personal safety educational programming around the B.E. S.M.A.R.T. and stewards of children, which districts will be needing. They approved a minimal FACTS training.

- d. Suicide Prevention: Jennifer Davis stated that the train-the-trainer was completed this summer and one district will complete their training in person. However, the assurance will still need to be completed in Schoology for tracking.

Deb Stevens asked if a timeline has been established on when an individual must have suicide prevention completed by, for example, 30-days of employment. There

is no requirement for when the suicide prevention training must be completed, but the recommendation is by end of October.

Jennifer Davis handed out an alternate training request form that LEAs can submit to offer a suicide prevention training that is not already included on the approved list of courses. The request must be submitted by July 15<sup>th</sup> of each year. Susan Haberstroh stated that the form Jennifer Davis developed could be used by other working groups and just modified for their sections. Tammy Croce asked what different types of courses could be offered for suicide training. Deb asked about the program training by NAMI and the Youth Mental Health that DSEA is offering. Jennifer Davis stated that she could not answer if these trainings would be allowed because it would have to go before the committee. However, Jennifer Davis stated that the current training is required by all public school employees and the additional trainings are to be used for the flexible trainings. The current training module takes about 2 hours. Discussion was held on if there are browser issues with the current training. Jennifer Davis stated that when you start the training it states which browsers work best on that training. Deb Stevens stated that the current code says 90 minutes and they are receiving push back on the course being longer.

- e. Flexible Training: Deb reported that she does not want to put something out if it has not been approved yet. Discussion was held on who has the authority to approve the additional courses in each of the areas and if the alternative training request form is used who the forms should be submitted to. According to Title 14, Sections 4163 through 4166 it states, for each section who must approve educational programming for each area. After lengthy discussion, it was agreed upon the goal is to increase quantity and quality of trainings across all the subject areas so that if districts/charters were having concerns/issues in one particular area they would have resources to train their staff in that area. It was agreed upon that a bank would be built that LEAs could go to and view the additional courses approved and if they found something that had not been approved a request form could be submitted for approval.

#### **IV. Other updates/discussion:**

- a. Tracking Process: Susan Haberstroh introduced Adrian Peoples, Kristi Lloyd, and Alyssa Moore from DOE to explain the tracking process that is being developed. Kristi Lloyd explained that each evening a report would run from Performance Matters of the trainings in PDMS and Schoology from the courses that have been grouped by the subject matters by John McClenny. Adrian Peoples group is developing a report in the EdInsight reporting portal for each of the Cohorts being developed. Cohort 2018 will be year 1, Cohort 2019 will be year 2, and Cohort 2020 will be year 3 and then everything will start over since it is a three year process.

Kristi Lloyd explained that this process will only capture those individuals that have IMS and PHRST accounts and who have taken courses through PDMS and Schoology. So for example, it will not pick up the custodians, bus drivers, etc. unless you assign them an IMS account. Adrian Peoples stated the job will run every night. Mary Cooke asked what Cohort have individuals been assigned to for individuals that were hired to do summer school; however, their effective date is really the start of this school year for purposes of the academic training. Adrian stated that their Cohort year will be assigned when they complete their first course. Three different reports have been created; by course, by employer and district/school and a summary of hours and varies areas. Mary Cooke asked if these can count towards their 90 clock hours and Alyssa Moore stated that the way it is currently written, yes.

- b. Messaging: The Non-Academic training will be provided on September 17<sup>th</sup> at DelTech Terry Campus Del One Conference Center. The agenda was handed out for review and discussion. It was decided to remove CPAC from the agenda and all announcements as that is confusing individuals. Deb Stevens stated she will not need 15 minutes for the flexible training and tracking will need more time. Rosie Morales reported that B.E. S.M.A.R.T would be the only vendor able to attend in person; however, Kids in the Know and Second Step will be available by Skype; however, no word on the availability of Safer, Smarter Kids. It was decided that tables would be setup for each vendor and if they were not there a laptop with their presentation would be rolling with a presentation. Tammy Croce and Deb Stevens will do the welcome. All presenters will send their presentations to Linda Sullivan no later than Tuesday, September 11<sup>th</sup>.

**V. Public Comment:** None

**VI. Future meeting dates**

**a. TBD**

Other meetings: CPAC Education Committee – December 12, 2018–1:00 to 3:00 p.m. – Collette

Full CPAC Commission meeting – November 14, 2018 – 9:00am to 12:00pm - NCCCCH

A motion was made by Al Volpe and seconded by Karen DeRasmo to adjourn the meeting at 3:13 p.m.